



335 Galena Street, Prairie du Sac, WI 53578 (608) 643-2421 Fax (608) 643-7927
October 5, 2020 6:30 PM

**NOTICE OF VILLAGE OF PRAIRIE DU SAC PLAN COMMISSION
MEETING & AGENDA**

**Village Hall
335 Galena Street, Prairie du Sac, WI**

NOTICE OF ELECTRONIC MEETING

Due to the COVID-19 pandemic, this meeting will be conducted both in person and via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. Members and the public may still attend in person at the location stated above. In accordance with the Governor's Order, face masks are required. Due to the need to maintain social distancing and the limited physical space available, the public is encouraged and requested to attend via electronic means.

DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference on your computer/device via Google Hangouts Meet at <https://meet.google.com/vyf-pzzz-hau>. You may attend via telephone conference by calling the following phone number: 1-260-230-1237 and entering the following PIN: 163219682#.

Please take notice that there will be a public meeting of the above identified governmental body at the time and location indicated above, for purposes of considering the following agenda items; and if any matter is considered in closed session, the governmental body will reconvene in open session for purposes of concluding the agenda:

1. CALL TO ORDER
2. Roll Call
3. Public Notice of Agenda, deletions/corrections
4. Presentation of Minutes
 - a. August 3, 2020 (Regular Meeting)
5. Public Comments (Limited to 3 minutes.)
6. Communications
7. Action Items
 - a. Consider Site Plan Approval – Friends of the Great Sauk State Trail, 490 Water Street
8. Discussion Items
 - a. Adjust Development Design Standards Within the DO Downtown Overlay Zoning District
9. Adjourn

Posted: 09/30/2020

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Village Administrator at (608)643-2421, 335 Galena Street, Prairie du Sac, Wisconsin, at least twenty-four hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Members of the Village of Prairie du Sac Village Board and ET Committee, who are not members of the Commission, may attend this meeting because they have been asked to attend at the request of the Commission or because the meeting is open to the public; if so, it is possible that a majority of the members of the Village Board and ET Committee may be present at the meeting, although no Village Board or ET Committee business will be conducted and no Village Board or ET Committee decision will be made.

**Village of Prairie du Sac
Plan Commission Meeting
Prairie du Sac Village Hall
335 Galena Street
Monday, August 3, 2020**

1. **Call to Order.** President Cheryl Sherman called the meeting to order at 5:30 p.m.
2. **Roll Call.** Commission Members present were: Pat Russell and Cheryl Sherman. Commission Members present via phone were: Jon Sandeman, Abby Howell-Dinger, and Ray Bolton. *Paukner and Kowalski Excused.* Also present were: Village Administrator Alan Wildman, and Clerk Treasurer Niki Conway. Also present via phone was: Public Works Director Troy Murphy, and Village Planner Mark Roffers.
3. **Public Notice of Agenda, deletions/corrections - (Russell/Howell-Dinger)** moved to approve the agenda. **Motion Carried.**
Roll Call: *Sandeman-Aye, Russell-Aye, Howell-Dinger-Aye, Sherman-Aye, Bolton-Aye
Paukner and Kowalski Excused.*
4. **Presentation of Minutes**
 - a. **July 6, 2020 - (Regular Meeting) – (Russell/Howell-Dinger)** moved to approve minutes with corrections. **Motion Carried.**
Roll Call: *Sandeman-Aye, Russell-Aye, Howell-Dinger-Aye, Sherman-Aye, Bolton-Aye
Paukner and Kowalski Excused.*
5. **Pre-Registered Citizens (Limited to 3 minutes) – None**
6. **Communications –**
 - a. **John Breunig, Prairie du Sac, WI -Recognized**
7. **Public Hearing –**
 - a. **An application from Plunkett Raysich Architects, on behalf of the Sauk Prairie School District, for a Conditional Use Permit for the expansion of a Large-Scale Indoor Institutional Use (Sauk Prairie High School) at 105 9th Street, Prairie du Sac. The Parcel is zoned Institutional (I-1) and is No. 172-0780-00000, more fully described as S 1-9-6 NE SW EXC COM 33’W OF NE COR-S35’ – W TO W LI-N35’ TO NW COR-E TO POB, & EXC COM 33’ W OF SE COR-N33’-W TO W LI-S33’TO SW CORE-E TO POB, & EXC 9th ST (S/13th ST)37A M/L (INCL JUNGES ADD VAC PER V312-98, EXC V312-201 FOR STS).** - **(Sandeman/Howell-Dinger)** moved to close public hearing. **Motion Carried.**
Roll Call: *Sandeman-Aye, Russell-Aye, Howell-Dinger-Aye, Sherman-Aye, Bolton-Aye
Paukner and Kowalski Excused.*
8. **Action Items –**
 - a. **Consider Conditional Use Permit – Sauk Prairie High School, Parcel #172-0780-00000, 105 9th Street–** Architect for the schools feel comfortable with accommodating Roffers’ comments.
 - b. **Consider Site Plan Approval – Sauk Prairie High School, Parcel #172-0780-00000, 105 9th Street – (Bolton/Russell)** moved to approve both Action Items a. and b. with Roffers’ recommendations. **Motion Carried.**
Roll Call: *Sandeman-Aye, Russell-Aye, Howell-Dinger-Aye, Sherman-Aye, Bolton-Aye
Paukner and Kowalski Excused.*
 - c. **Consider Site Plan Approval – Dairyland Automotive, Parcel #172-0295-00000, 105/107 Water Street –** Proposed reuse of Midway Oil. Steve Henderson, the applicant, is asking to allow the sale of 20 used vehicles. Will continue to offer fuel and small convenience store retail sales. The applicant has been in the car business for 20 years. States there are improvements to be made and is happy to introduce himself to neighbors. Tracey Thompson, applicant’s realtor, states that they haven’t talked to neighbors yet as they want to keep the project confidential. Sherman feels that they are cleaning up the property. **(Howell-Dinger/ Russell)** moved to approve with Roffers’ recommendations. **Motion Carried.**
Roll Call: *Russell-Aye, Howell-Dinger-Aye, Sherman-Aye, Bolton-Aye
Paukner and Kowalski Excused. Sandeman Opposed.*
9. **Discussion Items – None.**
10. **Adjourn – (Howell/Dinger/Bolton)** moved to adjourn at 5:57 p.m. **Motion carried.**
Roll Call: *Sandeman-Aye, Russell-Aye, Howell-Dinger-Aye, Sherman-Aye, Bolton-Aye
Paukner and Kowalski Excused.*

Respectfully Submitted,
Niki Conway, Clerk/Treasurer



SITE PLAN APPROVAL APPLICATION

Part I. General Information

Applicant information:

Person's Name(s): Friends of the Great Sauk State Trail

Firm Name (if any): _____

Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: _____

Mailing Address: 540 Water St. City: Prairie du Sac State: WI Zip: 53578

Telephone: 643-5215 Fax: _____ e-mail: lgiese@riverartsinc.org

Property owner information:

Person's Name(s): See above

Ownership (check one): Individual Trust Partnership Corporation/LLC Other: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ e-mail: _____

Parcel number or legal description of subject property:

Parcel 172-0168 mounted on posts or to retaining wall in WLF DOT easement 172-0184

Address or street boundaries of subject property:

on river side of 540 waterst. Prairie du Sac

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- | | |
|--|---|
| <input type="checkbox"/> multiple family residential—3+ unit building(s) | (<input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> mixed commercial/residential building(s) | (<input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> office/research | (<input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> retail/commercial services | (<input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> manufacturing/warehousing/contractor | (<input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> institutional use | (<input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> parking | (<input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input type="checkbox"/> significant earth filling, excavating, grading | (<input type="checkbox"/> current use <input type="checkbox"/> proposed use) |
| <input checked="" type="checkbox"/> other use: <u>trail</u> | (<input type="checkbox"/> current use <input type="checkbox"/> proposed use) |

Summary of proposed project (attach pages as necessary):

Add "Celebrate Health" 8'x28' mural along Great Sauk State Trail. Mural previously approved by Great Sauk State Trail Commission on 8/19/2020.



SITE PLAN APPROVAL APPLICATION

Parcel Address or ID #: 172-0184/172-0168

Part IV. Reimbursement for Development Review Services

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 10-1-1318(d) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

Part V. Signatures

By signing and dating below, I/We:

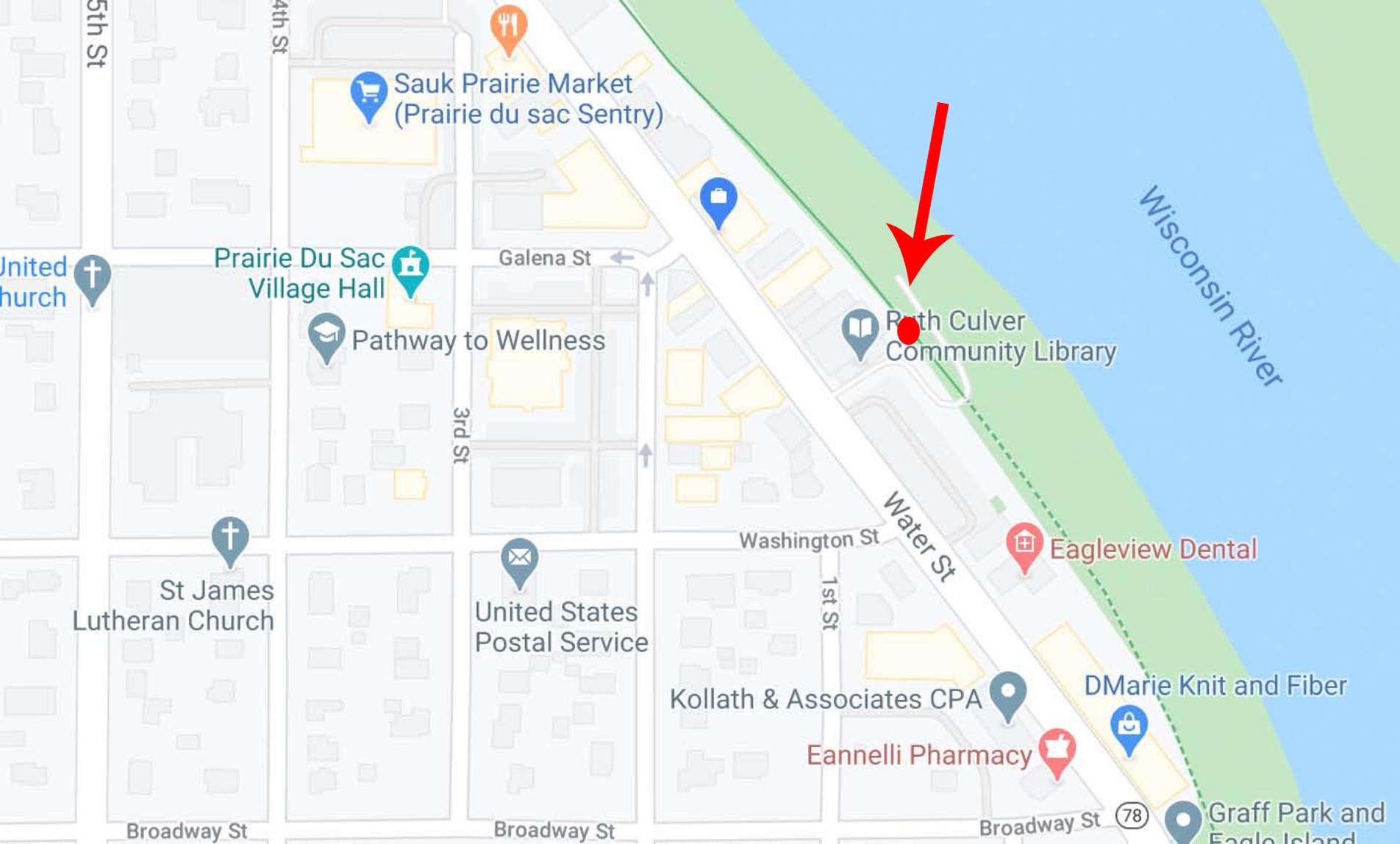
- 1. Reviewed and understand the Village of Prairie du Sac zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

[Handwritten Signature] Lindsey Giese
Signature of Applicant

8/25/2020
Date

Signature of Property Owner (if different)

Date



Sauk Prairie Market
(Prairie du sac Sentry)

Prairie Du Sac
Village Hall

Pathway to Wellness

Galena St

3rd St

Reth Culver
Community Library

Wisconsin River

Washington St

Water St

Eagleview Dental

1st St

St James
Lutheran Church

United States
Postal Service

Kollath & Associates CPA

DMarie Knit and Fiber

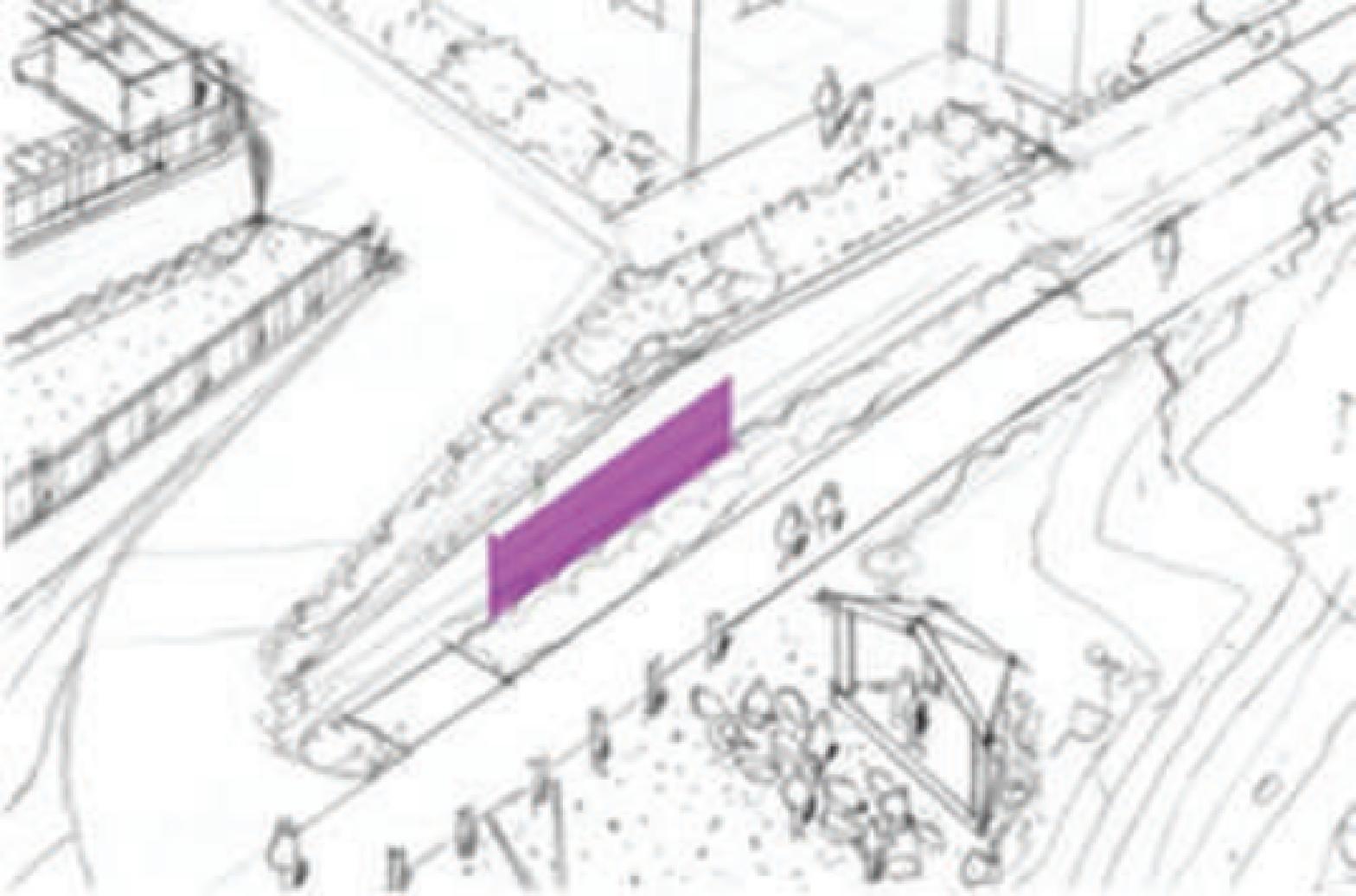
Eannelli Pharmacy

Broadway St

Broadway St

Broadway St (78)

Graff Park and
Eagle Island





*Celebrate
Health*



#SaukPrairieHealthcareFoundation
#GreatSaukStateTrail



ORDINANCE NO. [REDACTED], SERIES 2020

AMENDMENTS TO TITLE 10, CHAPTER 1 (ZONING) OF THE CODE OF ORDINANCES, TO
ADJUST DEVELOPMENT DESIGN STANDARDS WITHIN THE DO DOWNTOWN
OVERLAY ZONING DISTRICT

WHEREAS, since 1998, the Downtown Prairie du Sac Façade Design Guidelines (“the Guidelines”) have guided the Village and property owners on remodeling and expanding existing buildings and constructing new buildings in the Village’s historic downtown; and

WHEREAS, in 2011, the Village established and mapped a DO Downtown Overlay zoning district in conjunction with a complete update to its zoning ordinance, and linked approval of site and building plans in the DO district to compliance with the Guidelines; and

WHEREAS, through such approvals, the Plan Commission and its staff have recognized the value of the Guidelines, but have increasingly questioned their breadth and applicability to site and building plan review 20+ years following their establishment; and

WHEREAS, the Plan Commission has resolved to “retire” the Guidelines from active use in site and building plan review, and instead has directed the preparation of this Ordinance to transfer and adapt applicable provisions of the Guidelines directly into the Village zoning ordinance; and

WHEREAS, the Plan Commission held a public hearing on the proposed amendments to Title 10, Chapter 1 (Zoning) of the Municipal Code included in this Ordinance, and has favorably recommended Village Board adoption of the same; and

WHEREAS, the Village Board finds that the proposed amendments to the Municipal Code in this Ordinance are consistent with the Sauk Prairie Comprehensive Plan and are in the public interest.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of Prairie du Sac, Sauk County, Wisconsin, does ordain that the following amendments to Title 10, Chapter 1 (Zoning) of the Code of Ordinances are hereby adopted:

Section 1: Amend Section 10-1-0302(1) to read as follows:

- (1) **Site Plan Review Required.** All development activities or uses of land that result in construction, reconstruction, exterior remodeling, or expansion of structures, parking lots, loading areas, or outdoor storage areas, and all projects listed in Section 10-1-0507(c) on lands within the DO District, are subject to site plan review and approval in accordance with Section 10-1-1307 of this Chapter, except for the following:
 - (1) Single-Family and Two-Family residential uses and buildings on individual lots in any zoning district, along with their accessory uses and buildings.

- (2) Uses for which Specific Implementation Plan in a TND or PUD District has been [proposed or approved](#) in accordance with the procedures of Article 10 or 11, provided that the Specific Implementation Plan provides a similar level of detail and range of plans as a typical site plan submittal required under this Chapter.
- (3) Agricultural uses and structures in any agricultural zoning district, along with their accessory uses and structures.
- (4) Minor accessory structures or improvements which are less than 120 square feet in area, or, in the opinion of the Zoning Administrator, do not warrant site plan approval due to their insignificance on the landscape and to surrounding properties.

Section 2: Repeal and recreate Section 10-1-0507 to read as follows:

Section 10-1-0507: DO Downtown Overlay District

- (a) **Description and Purpose.** The DO Downtown Overlay District is intended to preserve the architectural and historic character of the downtown, and promote infill development and redevelopment of property so zoned in a manner that respects the downtown’s character, enhances its economic viability, and promotes private investment consistent with the Comprehensive Plan.
- (b) **DO Downtown Overlay District Boundaries.** The boundaries of the DO District are as depicted on the Official Overlay Zoning Map.
- (c) **Applicability and Procedure.** All modifications to the exteriors of existing buildings and sites, all new and expanded principal buildings and site improvements, and all accessory structures including but not limited to telecommunications and energy facilities within the DO District are subject to site plan approval under Section 10-1-1307 of this Chapter, except for Single-Family and Two-Family residential land uses (and associated accessory structures) and allowing for site plan approval to be granted by the Zoning Administrator instead of the Plan Commission for the following types of modifications where such modifications are consistent with the standards in subsection (d):
 - (1) Repainting an already-painted building a similar color.
 - (2) Replacing original building materials with like materials.
 - (3) Installing or altering signage, fencing, or lighting.
 - (4) Restoring architectural details, features, or materials documented to have originally existed on the building or site, or damaged and needing repair or restoration.
- (d) **DO Downtown Overlay Building Design Standards.** Except as may be allowed under subsection (e), the Plan Commission (or Zoning Administrator where applicable under subsection (c)) shall find that the criteria in Section 10-1-1307(d) and the following standards will be met before approving site and building plans within the DO District:
 - (1) Generally.
 - a. Each new building shall express its own identity and contemporary expression, while respecting the mass, width, proportion, roof and cornice forms, composition, materials, rhythm, height, pattern, and ornamentation of nearby buildings in the DO District. New buildings shall not attempt to imitate an earlier style or period of architecture, but instead shall provide a modern interpretation of historic concepts, such as a parapet or projecting cornice.
 - b. Contemporary design for additions to existing properties are permitted where such additions do not negatively affect significant historic or architectural character of the existing building,

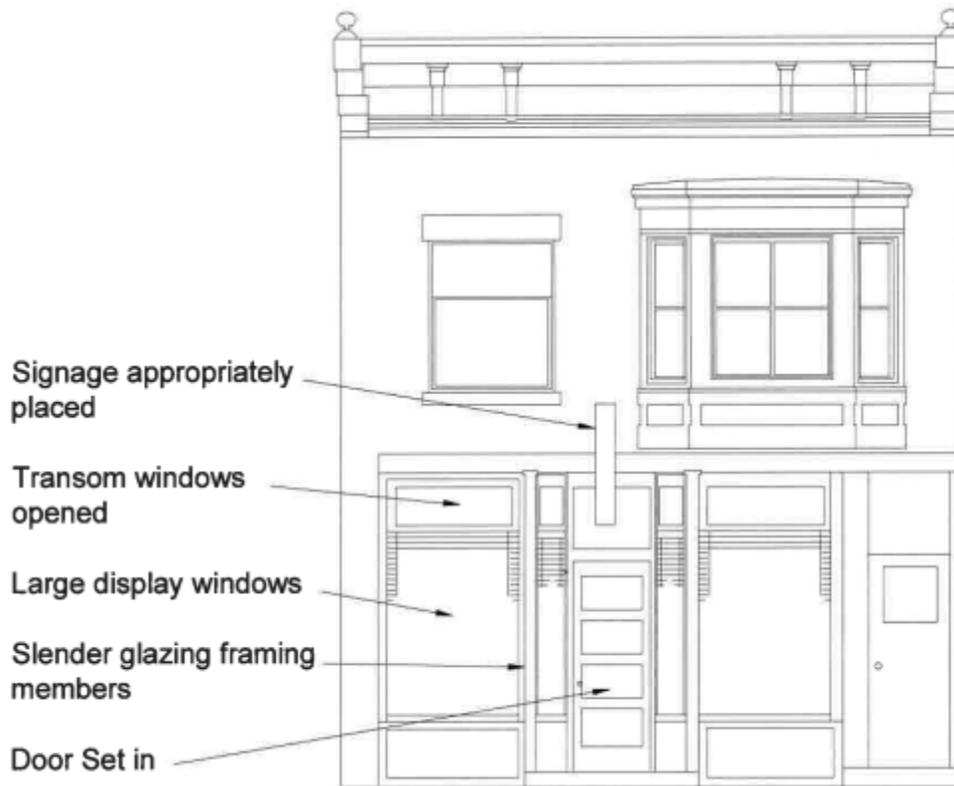
and are compatible with the size, scale, color, material of the original building and nearby buildings in the DO District.

- c. All buildings, structures, and sites shall be recognized as products of their own time, and alterations and modifications to buildings shall respect and have a historical basis in that time.
- (2) Relationship to Adjacent Buildings and Sites. As illustrated in Figure 10-1-0507(1), all new, modified, and expanded buildings shall, with reference to adjacent buildings:
- a. Reference and repeat horizontal expression lines. Horizontal expression lines are marked with the horizontal dashed lines in the example in Figure 10-1-0507(1).
 - b. Express a consistent structural rhythm. Rhythm refers to the regular or harmonious recurrence of building elements, such as even spacing of repeated columns and bays.
 - c. Shall not be not be made to appear exactly equal in height.
 - d. Shall have compatible, but not necessarily identical, front building setback and relationship between building placement and any off-street parking lots.

Figure 10-1-0507(1): Example of Appropriate Relationship Among Adjacent Buildings



Figure 10-1-0507(2): Example of Appropriate Primary Building Façade Design Details



Source: Downtown Prairie du Sac Façade Design Guidelines, September 1998

- (3) Primary Building Façade. The primary building façade consists of each façade that includes the front building entrance, faces Water or Prairie Streets, or both. As illustrated in Figures 10-1-0507(1) and (2), each new, altered, or expanded primary building façade shall:
- a. Display a visual richness of detail.
 - b. Bring life and a pedestrian scale to the street.
 - c. Have a majority of its first floor surface area be transparent or lightly tinted glass.
 - d. Have a mix of transparent or lightly tinted glass and solid wall within upper stories.
 - e. Express distinct and easily recognizable base, middle, and top building components via contrasting materials and ornamental elements.
 - f. Include an articulated top to provide a unique silhouette from street level.
 - g. Include structural bays with the same vertical proportion (height greater than width), emphasizing an overall vertical pattern. A structural bay is any division of a building between vertical lines or planes, especially the space between two adjacent supports or columns.
 - h. If occupying the width of more than one historic downtown lot, be divided into historically sized units that have distinct but complimentary design and articulation.
 - i. Not include any exterior wall or window mounted HVAC, communications (e.g., satellite dishes), or utility equipment, unless a location on a non-primary façade is impossible.

(4) Other Visible Building Facades. Materials, colors, and design of non-primary building facades visible from public rights-of-way, including the Great Sauk State Trail, shall be compatible to those of the primary building façade(s), without needing to be identical or as detailed. Blank walls shall be avoided.

(5) Building Openings.

- a. New or altered entries and storefronts shall display a visual richness in variety and detailing to support a human scale and add interest to the base of the building.
- b. Where practical, original doors and windows shall be maintained or restored. Where impractical, replacement windows and doors shall replicate the original character in terms of size, shape, transparency, placement, pattern, and design.
- c. Where new openings are created into existing buildings, respect for existing lintel heights, floor lines, window proportions, window types, and scale shall be evident.
- d. The blocking or boarding up of any door or window on any primary building façade shall not be permitted.
- e. If a back or side public or semi-public entrance is desired, its design shall clearly express its position as a secondary entry, including modest signage and storefront treatment. Such doors shall be at least partially transparent and there shall be a minimum of one transparent window on the associated facade.
- f. If a back or side public or semi-public entrance is not desired, but there is still a service or employee entrance, that entrance shall be designed to appear private.

(6) Building Materials and Colors.

- a. Material and color choices for new, expanded, and altered buildings, sign bases, and other structures shall be sympathetic to the historic character of the DO District.
- b. Wherever practical, original stone, masonry, wood, and iron surfaces shall be maintained and restored and original masonry surfaces shall not be painted or covered with other materials.
- c. Where restoration of existing masonry is impractical, paint used over masonry shall be neutral, resemble the color of natural masonry, and underlain with any necessary masonry or mortar repairs and a masonry primer.
- d. Where repairing or replacing deteriorated materials with new materials, the type, pattern, and texture of the new material shall be as similar to the deteriorated material as practical.
- e. The following exterior materials are pre-approved for use on new, expanded, and altered buildings in the DO District: brick, stone, terra cotta, glass, wood, iron, and canvas or metal for awnings and canopies.
- f. Sheet metal is an acceptable substitute for iron or other metal ornament that is deteriorated, or to create new ornament, provided that all fasteners are concealed.
- g. Acceptable substitutes for wood include modern wood composite and concrete lap siding designed and textured to resemble wood. High-end aluminum and vinyl siding designed and textured to resemble wood may also be approved.
- h. The following materials are prohibited for use on applicable buildings in the DO District: asphalt shingles, fiberglass, glass block, filler panels in existing or former window openings, concrete block, standard vinyl and aluminum siding, unpainted metal finishes, and corrugated sheet metal siding (except for fixed canopies).

- i. Muted tones reflecting traditional natural colors of downtown façades shall predominate on exterior walls.
- j. Trim colors may contrast with the brick or other primary wall materials—for example dark versus light—but be in the same color range.
- k. No façade shall have more than four colors, for example primary wall material color, major trim color, minor trim color, and accent color.
- l. “Day glow” and/or “neon” colors, and high gloss or shiny finishes, are prohibited.

(7) Other Architectural and Site Details.

- a. Original cornices, cast iron details, and other building ornamentation shall be restored where practical, or replicated to the original material as closely as possible.
- b. Signs shall meet standards applicable to the associated base zoning district in Article 9.
- c. Canopies and awnings shall reinforce the frame of the storefront; be integrated into the overall façade design to achieve proper appearance, balance, and color coordination; employ a traditional sloped design rather than curved, vaulted, or semi-spherical design; not be internally lit; and not cover the piers or extend above the second story windowsills.
- d. Exterior lighting shall be pedestrian-scaled, have a decorative design and finish that complements the building’s architecture and exterior materials, and meet requirements of Section 10-1-0811.
- e. All utilities, mechanical units, and refuse and recycling containers shall be screened with materials compatible with the principal building. Refuse and recycling containers shall also meet the requirements of Section 10-1-0807(c).

(e) **Waivers and Modifications.** The Plan Commission (but not the Zoning Administrator) may waive or modify any of the standards in subsection (d) in one or more of the following circumstances:

- (1) Supplemental design elements or improvements are incorporated into the project to compensate for the waiver or modification of the particular standard.
- (2) Where, due to unique circumstances associated with the site or building, the strict application of the standard would either be impossible given the architectural design of the existing building, or not advance or be contrary to the purpose of the DO District.

Section 3: Amend Section 10-1-0602(n) to read as follows:

(n) **Other Design Standards in the Comprehensive Plan.** The Plan Commission or Joint Committee shall refer to the Comprehensive Plan ~~and the “Design Guidelines for the Downtown Prairie du Sac, Wisconsin”~~ for building design recommendations for specific neighborhoods, building types, or districts. ~~The Plan Commission shall refer to Section 10-1-0507(d) for design standards within the , such as the~~ DO Downtown Design Overlay district.

Section 4: This Ordinance shall become effective upon its adoption and publication in the manner provided for by law.

Adopted this ___ day of _____, 2020.

Published this ___ day of _____, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk

DRAFT